OFFICIAL CORRESPONDENCE.

1. All officers corresponding in the Revenue, Financial and General Departments are required to cause to be legibly endorsed in half margin, on the left hand side at the top of the outer page of their communications, the number, date and subject thereof. (G. M. No. 4328, dated 22nd November 1860.)

2. All letters to Government should be docketed according to the form given in the margin. Care should be taken that the subject of the letter is given in the docket in as clear, brief and correct a manner as possible. (G. C., Territorial Department, No. 11088, dated 26th November 1851, and G. R., F. D., No. 2554, dated 20th August 1874.)

From
The Collector of
dated
No.
Subject
(*Here enter subject of letter.*)

3. The head of the office is responsible for punctuality and correctness in the preparation of returns. The Local Governments should impress this upon the officers concerned. A list showing the number of returns, with the dates prescribed for their submission, should be exhibited in every official room. (G. I., F. D., No. 10301, dated 4th October 1860; *vide* G. M., F. D., No. 4206, dated 14th November 1860.)

4. It is obviously inconvenient for a servant of one Government to correspond with another Government, except through the regular channels of communication. (G. R. No. 1050, dated 16th March 1868.)

5. The Commissioners of Divisions are authorized to correspond direct with the Commissioner of Berár in connection with revenue questions. (G. R. No. 3699, dated 27th June 1881.)

6. Officers when expressing an opinion on matters of fact should do so in their own language. It is the course enjoined by law in all judicial proceedings, and there is certainly no reason why it should not be followed in the disposal of business connected with the revenue and general administration of the country which frequently involves important public and private interests.

It is not intended that this order should apply to mere routine business.

(G. R. No. 4668, dated 29th September 1870.)

7. A case has recently occurred of a Revenue officer in charge of a managed estate sending up to Government a printed memorial on behalf of the estate, signed by himself but drafted by a barrister. The document, as is usual in such cases, is of quite unnecessary length; but apart altogether from that objection, Government deem it expedient to check at the outset this departure from the customary

character of official correspondence in such matters between Government and their officers. Revenue officers should, therefore, be informed that all communications they may have to make to Government on the subject of estates under their management must continue to be in their own words. (G. R., P. D., No. 916, dated 7th February 1895.)

8. It frequently happens that, when the opinions of heads of offices and controlling officers are called for on questions relating to proposed legislation and matters of general policy, the reports and opinions of subordinate officers are submitted in original with a few remarks from the controlling officer. Government desire in future that the substance of the opinions of subordinates be condensed as much as possible in the controlling officer's own report. It is, of course, to be understood that any reports which it may be thought advisable to send on in original to Government may be forwarded with the controlling officer's report as heretofore. (G. C. No. 5062, dated 8th September 1873.)

9. Government expect that heads of departments when transmitting papers on which a decision has to be passed, should give Government the benefit of their personal judgment, observation and experience. (G. R. No. 5018 dated, 4th July 1883.)

10. According to correct forms of legal drafting, a grant executed under a power is made in the name of the grantor, and the reference to the power appears at the end of the instrument, and in the signature of the party actually signing. (L. R. No. 66, dated 20th June 1871; *vide* G. R. No. 3206, dated 3rd July 1871.)

11. When a document is to be executed under a power, the person from whom the power is derived, should appear at the opening of the document as the party thereto, and the name of the person executing on his behalf should appear at the end of the instrument only. (L. R. No. 593, dated 26th May 1893; *vide* G. R. No. 4382, dated 19th June 1893.)

12. Without wishing to fetter or limit the right of officers to discuss freely questions of administrative importance, His Excellency in Council cannot permit such expressions as "extremely unfair," "doubly unfair," when applied to the views of Government to pass unrebuked. (G. R. No. 4993, dated 6th October 1871.)

13. All servants of Government should endeavour to work as amicably as possible with officers of other departments, and should remember that the time of Government is too valuable to be wasted in settling petty squabbles which should never be allowed to arise. (G. R., F. D., No. 1697, dated 21st May 1875.)

14. It must be understood that Government will insist on all their officers carrying on their official correspondence in courteous and becoming

language. (G. R. No. 6014, dated 21st November 1878.)

15. Vernacular papers should not be submitted to Government unless they are accompanied by translations in English. (G. R. No. 2087, dated 12th April 1873.)

16. The direction contained in the following extract from the Secretary of State's Despatch No. 20, dated 30th March 1876 (acknowledging the receipt of the Revenue Survey and Assessment Atlas of the Khándesh Collectorate), as to the translation into the English language of native terms, is very necessary in all Departments, and should be strictly enforced :—

"I would suggest, however, that the English meaning of every technical native term that is used should either be added in brackets where it occurs, or, which is perhaps preferable, entered in a glossary in the volume itself."

(G. R. No. 2669, dated 2nd May 1876.)

17. The instructions contained in the following letter from the Government of India, No. 2, Public—135, dated 7th February 1895, should be observed in all official correspondence in this Presidency :—

"In the circular letter from this Department, No. 70—3943-52 of the 31st December 1873, the Government of India drew attention to the instructions of the late Honourable Court of Directors regarding the use of vernacular terms in official correspondence, and requested that such terms should be employed as sparingly as possible, especially in papers which were intended to go beyond the Local Government first concerned. Again, in the extract circulated with Resolution No. 2—81-95 of 31st January 1881, the Secretary of State drew attention to the inconvenience attending the use of vernacular terms in reports or official correspondence sent home to the India Office, and directed that, whenever it was considered desirable to make use of them, their English equivalents should also be given.

"2. It appears to the Government of India that these instructions have in some measure been lost sight of owing to lapse of time. Letters and reports which come before the Governor General in Council, and especially those dealing with revenue matters, are not infrequently almost unintelligible to persons unacquainted with the Province from which they are received, owing to the number of vernacular terms with which their pages are laden.

"3. I am, therefore, to request that the use of such terms may be avoided as far as possible. It is sometimes necessary to employ vernacular words for which there exists no English equivalent; and the precise meaning of which can be conveyed in English, if at all, only by a long periphrasis. But wherever it is possible to use an

English word which expresses, with sufficient accuracy for the immediate purpose, the meaning to be conveyed, this should be done.

"4. In the orders of 1873, referred to above, it was stated that they were 'not meant to govern necessarily the style of correspondence carried on between a Local Government and the officers subordinate to it, but were applicable mainly to writings intended to go beyond one Local Government.' It is, however, difficult to distinguish between papers that may go beyond the Local Government and those that will not; and even those that do not, must be reproduced in Proceedings which are always examined by the Government of India. Moreover, officers can hardly be expected to cultivate two distinct official styles, to be used respectively in the two classes of papers."

(G. R., G. D., No. 901, dated 5th March 1895.)

18. Local terms which it is found necessary to use in official correspondence should be defined. (G. R. No. 3722, dated 8th May 1885.)

19. No modifications are to be made in the statistical forms prescribed by the Government of India without the distinct permission of that Government, and returns are to be submitted in the exact forms prescribed. Should any difficulties be felt in filling them up, or should any defects be found in them, such difficulties or defects should at once be brought to the notice of the Government of India.

It is not, however, intended in any way to debar Local Gvernments and Administrations from asking for any additional information beyond that given in the statements prepared for the Government of India, or from prescribing other returns for their own information. (G. I., R., A. & C., No. 5, dated 3rd January 1873: *vide* G. R., G. D., No. 129, dated 15th idem, and G. M. No. 407, dated 23rd idem.)

20. All printed documents are to bear the date of their despatch, and not that on which they were sent in manuscript to the Press. (G. R. No. 2668, dated 10th May 1873.)

21. When papers are called for by the Government of India for perusal, they may usually be furnished in original, whereby much needless labour and expense of copying will be avoided. (G. I., F. D., No. 2837, dated 10th December 1875; *vide* G. R., F. D., No. 4311, dated 22nd idem.)

22. Except in cases of absolute necessity, only foolscap-sized paper should be used for any returns or estimates submitted to the Government of India in the Financial Department, to whatever subject they may relate. With a little ingenuity the largest returns can always be arranged upon paper of foolscap size. (G. I., F. D., Nos. 855, dated 12th February 1876, 2615, dated 31st August 1878, and 7, dated 1st October 1878; *vide* G. Rs., F. D.,

Nos. 891, dated 23rd February 1876, 3375, dated 20th September 1878, and 3750, dated 17th October 1878.)

23. The returns submitted to the Government of India in the Home Department should also be prepared on foolscap-sized paper. This order applies only to separate or special returns, and does not affect any return submitted with annual or other reports. (G. I., H. D., No. 42—1994, dated 29th October 1877; *vide* G. R., F. D., No. 4867, dated 14th November 1877.)

24. Collectors should report through the Commissioners in all cases except when they are specially directed to address Government direct. (G. R., F. D., No. 1238, dated 18th March 1876.)

25. The Secretary of State deprecates the practice of officially reporting demi-official correspondence without the sanction of the writers. (S. of S. No. 42, dated 26th October 1876; *vide* G. R. No. 489, dated 25th January 1877.)

26. The latest edition of books of reference should always be quoted in official communications to avoid misunderstanding. (G. R. No. 3534, dated 5th July 1879.)

27. Three copies of the circular orders issued by the High Court should be forwarded to Her Majesty's Secretary of State for the use of the India Office. (G. R. No. 6648, dated 16th December 1880.)

28. All matters connected with the subjects noted below, so far as they affect the provinces of British India, come under the cognizance of the Revenue and Agricultural Department of the Government of India:—

1. Land Revenue, including Settlements and Takávi Advances.
2. Surveys, including Geological Surveys, but excluding Archæological and Marine Surveys.
3. Agriculture and Horticulture, including Fibres and Silk, Fisheries, Cattle-breeding and Cattle-disease.
4. Minerals,
5. Meteorology.
6. Famine.
7. Practical Arts.
8. Museums.
9. Exhibitions.
10. Weights and Measures.
11. Forests.

All matters relating to the undermentioned subjects are administered by the Home Department:—

1. Law and Justice.
2. Jails and the Penal Settlements in the Andaman and Nicobar Islands.

3. Escheats, and the administration of Estates of Intestates.
4. Police.
5. Education.
6. Examinations.
7. Fine Arts.
8. Sanitation.
9. The (Civil) Medical Service.
10. The Ecclesiastical Service.
11. Civil Service questions.
12. Registration of Assurances.
13. Patents.
14. The working of the Vagrancy Act.
15. The working of the Arms Act.
16. Copyright.
17. Archæology (including Conservation of Ancient Monuments).
18. Municipalities and Local Funds.
19. Census.
20. Gazetteers.

(G. I., H., R. & A., No. 25–886–914, dated 4th July 1881, and G. I., H. D., Nos. 28–1146–72, dated 31st July 1882, 31–1487–1615, dated 23rd September 1886, and 17–1114–1137, dated 10th June 1890; *vide* G. Rs. Nos. 4141, dated 18th July 1881, and 7165, dated 9th October 1886, and G. Rs., G. D., Nos. 3151, dated 15th August 1882, and 2486, dated 25th June 1890.)

29. The specific sanction of the Government of India should be applied for before any agreement in the name of the British Government is concluded with a Native State. (G. I., For. Dept., No. 216–I, dated 21st July 1882; *vide* G. R. No. 5434, dated 12th August 1882.)

30. The Government of India in the Revenue and Agricultural Department should be furnished, for record and reference, with eight copies as published of all manuals, digests, codes and circular orders of importance bearing on the branches of administration dealt with in that department, and also of a similar number of any additions and corrections issued; these need not be forwarded with any covering letter. (G. I., R. & A., No. 2-R-13-1, dated 7th January 1890; *vide* G. R. No. 1345, dated 19th February 1890.)

31. Any new or revised manuals of orders on any subject which may be issued in Bombay, and the additions or alterations subsequently made in them, should be regularly transmitted to the Home Department of the Government of India. (G. I., H. D., No. 507, dated 31st October 1891; *vide* G. R. No. 7580, dated 24th September 1892.)

32. Whenever a Military officer may die while in civil employ, the event should be reported to the Adjutant General of the Army by the Department to

which the deceased belonged. (G. R., M. D., No. 1450, dated 1st May 1862; *vide* G. M. No. 1787, dated 5th idem.)

33. The following letter No. 423, dated 23rd December 1886, from the Government of India, Home Department, was communicated to all Departments of the Secretariat for information and guidance:—

"I am directed to acknowledge the receipt of your letter No. 8316, dated the 25th ultimo, enquiring what is the practice of reporting to the Secretary of State the deaths of Bombay officers, Civil or Military, serving elsewhere, *i.e.*, whether the Government of India or Local Governments under whom they may be serving report the deaths direct or leave it to the Government of Bombay to do so.

"2. In reply, I am to say that ordinarily it is not customary to report such deaths to the Secretary of State at all. When, however, a Civil or Military Officer is killed or wounded in the execution of his duty, especially in time of war, the fact should be reported to the Secretary of State by the Government under which he was actually serving at the time, and it will be convenient to make the report by telegram in the case of a death.

"3. Casualties among Civil and Military Officers serving in Burma are reported by the Chief Commissioner and His Excellency the Commander-in-Chief, respectively, direct to the Secretary of State."

(G. R. No. 218, dated 11th January 1887.*)

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*Letter from the Secretary to the Government of India, Home Department (Public) No. 843, dated 15th April 1887:—

"I am directed to forward the accompanying copy of a despatch from Her Majesty's Secretary of State for India, No. 110 (Public), dated 18th November 1886, asking for a report of casualties among Civil Officers in the execution of their duty. The Government of India leaves it to the discretion of His Excellency the Governor in Council to report to the Secretary of State the casualties by telegram or by letter; but in the case of wounds, the report should invariably show whether they were dangerous, severe or slight. The report need be made only regarding officers actually serving under the Government of Bombay at the time when the casualty occurs. A copy of the report should at the same time be sent to the Government of India."

Despatch from Her Majesty's Secretary of State for India to His Excellency the Right Honourable the Governor General of India in Council, No. 110 (Public), dated India Office, London, 18th November 1886:—

"With reference to the second paragraph of your letter dated the 21st of September last, No. 45, I am of opinion that the practice followed with regard to reporting to the Secretary of State information respecting Military Officers, who are killed or wounded in the execution of their duty, should be followed in the case of Civil Officers, especially in time of war.

"I must leave to the discretion of the Governments in India the question whether the reports to the India Office should be made by telegram or by letter in the ordinary way. The latter course as a rule will suffice."

RESOLUTION.—Copies of the letter from the Government of India and of its accompaniment should be forwarded to all

34. The Revenue, Financial and General Departments of the Secretariat, when sending for publication rules or notifications which, in their opinion, should be made available to the public, should intimate the fact to the Superintendent, Government Central Press, and state at the same time the number of copies which should be separately printed for sale to the public in addition to those required by the respective departments for their own use and for distribution to Government officers. When amendments of rules printed for the public are published, copies thereof should also be printed for sale to the public. In such cases the Superintendent of the Press will be able to judge from the number of copies of the original rules sold and in stock how many copies of the amendments will be required, and he need not, therefore, expect any instructions from Government. (G. R., F. D., No. 2908, dated 20th September 1888.)

35. All communications on the subject of (road) tolls and toll-bars should be addressed to Government in the Public Works Department. (G. M. No. 8444, dated 6th November 1889.)

36. The following Resolution of Government in the Political Department containing orders regarding the channel and the form of communication to be adopted by British officers in addressing Native Chiefs was communicated to all heads of offices under the Revenue Department for information and guidance:—

"The question raised is one as to the channel and the form of communication to be adopted by British officers in addressing Native Chiefs. The particular incident which gives rise to the discussion is a reference made to the Chief of Vála by the High Court in connection with an appeal before it which concerns his status as a ruling Chief; and on the question being raised, the Registrar at once complied with the Political Agent's suggestion and sent his communication through the Political Agent. It will be observed that in connection with this reference the status of the Chief of Vála as a Foreign Chief had not been decided by any judicial tribunal adversely to him.

"2. It appears to Government that in laying down a rule, two separate conditions of circumstances must be considered. If the subject of the correspondence concerns the Chief as a foreigner and a ruling Chief, the reference should be made through the representative of Government who conducts the relations of Government with the Chief as such. The High Court in the case before them were dealing with the Chief of Vála,

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Departments of the Secretariat, except the Marine and the Military Department, for information and guidance, in continuation of Government Resolution in the Revenue Department, No. 218, dated 11th January 1887.

(G. R., G. D., No. 1509, dated 19th May 1887.)

if not solely in his character as a Chief at least in that character blended with his other character as a British land-holder or British property-holder amenable in respect to such property to the British Courts. The question of the status of the Chief was concerned, and the Registrar very properly dealt with the case as one requiring the approach to the Chief to be made through the diplomatic channel.

"3. But cases do arise in which Chiefs are suitors or sued in British Courts, or are in direct relations as British land-holders with British authorities solely in reference to their interests in British territory. A striking instance of such relations was afforded when in 1866 the High Court issued a writ of attachment of certain property within its jurisdiction belonging to the Indore State in satisfaction of a decree passed in favour of the plaintiff Dádábhái Jamsetji, who sued His Highness the late Mahárája of Indore and his partner Kávasji Jehánghir, trading in linseed under the name of Sadáshiv Mártand. When it was ascertained that the whole of the property attached was under British law and administration, the Government of India declined to interfere. The principle was laid down that, whatever privileges the Mahárája enjoyed as a ruling Chief could not accompany His Highness when he assumed the new character of a British trader. In the same way Government, whilst discouraging the acquisition by Native Chiefs of landed property in British India, have laid down that when such Chiefs acquire the position of British land-holders, they place themselves, in respect to that property, in direct relations with the British system of administration and its incidents of liability to stamp duty and revenue regulations. In such cases there is no reason why the intervention of the Political Agent, who represents Government in its dealings with a ruling Chief, should be employed by the Revenue or Judicial authorities who have to deal exclusively with the Chief in a distinct character as a British land-owner or suitor or other private capacity. The form of the communication as well as the channel would be that adopted in the case of British Sardars."

(G. R., P. D., No. 313, dated 20th July 1893; *vide* G. R. No. 1068, dated 7th February 1893.)

37. The attention of all Departments of the Secretariat should be invited to the necessity of avoiding unnecessary references to the Accountant General and of specifying clearly the points on which his reports are called for, unless the points are obvious.

2. Frequent requests have been made by Government for full compliance with the Code rules and standing orders of the nature referred to in the following rules which should be strictly observed by all heads of offices: –

1. Every application must contain information upon the following points:

(*a*) Whether the expenditure has been provded for in the budget.

(*b*) If no such provision has been made, whether it can be met from savings *under the head to which it will be charged.*

(*c*) If no such savings are expected, a re-appropriation statement should be submitted.

(*d*) If not provided for in the budget, why the necessity was unforeseen and why the expenditure cannot be postponed till the next year.

2. Where the application is for additions to, or revision of, establishments, a proposition statement must be forwarded (Civil Account Code, Article 57).

3. Where it is for contingent expenditure, the provisions of Article 98, Civil Account Code, should be kept in view and it must be explained why the charge cannot be avoided.

38. Correspondence upon forest financial matters between Forest officers and the Accountant General should pass through the Collector of the District. (G. R. No. 2564, dated 12th April 1894.)